

# THE ST. CHRISTOPHER SCHOOL

Academy Trust - Special School

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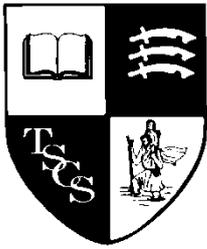
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## THE ST. CHRISTOPHER SCHOOL ACADEMY TRUST VOCATIONAL EDUCATION, COLLEGE LINK & WORK RELATED LEARNING CURRICULUM POLICY SECONDARY SCHOOL

**First written:** October 2008  
**Revisions** October 2010 November 2014  
May 2012 April 2017  
November 2012

### 1. INTRODUCTION

Vocational Education is taught to pupils in year 11. This recognised qualification is currently the ASDAN Youth Award Scheme at Bronze and Silver levels. Pupils also complete ASDAN short courses in PSHE, Personal Progress and a variety of short courses in our 16-19 provision where appropriate. This policy document is written by the subject co-ordinator in consultation with other teachers who have responsibility for delivering aspects of the course.

This policy document also includes information on Work related learning activities, alternative education courses and Careers education delivered within the school.

### 2. AIMS AND OBJECTIVES

The aim of these courses is:

- To help pupils to understand themselves and develop their capabilities in managing transitions, assessing themselves and setting targets. Pupils will be given opportunities to plan, review, analyse, record and explain.
- To enable pupils to build upon and to make use of skills and knowledge gained in other subject areas.
- To develop Personal, learning and thinking skills.
- To provide opportunities for pupils to investigate careers information and opportunities from different information sources.
- To encourage pupils to become independent learners and develop self confidence in applying their skills in a variety of settings.
- To increase their sense of ownership of their own learning.
- To support pupils during Work experience or associated work related learning activities including Enterprise and work related learning education.
- To make connections between subject areas by developing proficiency of the key skills.
- To recognise, develop and apply their skills for enterprise and employability.
- Broaden the educational and social experiences of the pupils involved in attending College Link courses where appropriate.



LOEC Mark (Gold)  
Learning Outside the Classroom



In order to fulfil the above aims it is necessary for us to ensure:

- Systematic progression through Key stages 3, 4 and 5.
- That the guidance from ASDAN is adhered to and given appropriate coverage.
- That all pupils have access to a range of Vocational Skills resources.
- That vocational skills, careers education and work related learning experiences are focussed to enhance learning and develop decision-making skills.
- Pupils and parents have access to appropriate careers education information and advice.
- Regular liaison with alternative education providers.

### 3. TEACHING METHODS (TEACHING AND LEARNING)

The delivery of the course necessitates a flexible and adaptive approach. It can range from a class or small group based formal teaching method, to an individual based facilitator approach. The methods employed will be determined by the group, their abilities and the task being attempted. Pupils will be encouraged at all stages to make an individual response.

The subject coordinator will review teachers' plans to ensure a range of teaching styles are employed to cater for all needs and promote the development of capability.

### 4. CURRICULUM CONTENT AND TIME

**Vocational Skills** is taught as a single lesson during years 10 and 11 in its own right as an integral part of the curriculum. However, much of the scheme of work is delivered within other subject areas such as I.T., Food Technology and Humanities. Content is adapted and tailored to the needs of the individual pupils and to the needs of the class group. Currently one KS4 class have a separate **Enterprise session**.

**Careers education** is integrated into Vocational Skills lessons and personalised for every pupil. It includes a involvement with our Transitions Service and liaison with our Transitions Adviser. Pupils have access to individual guidance and support as well as visits from employers and careers skills road-shows as appropriate.

**College Link Courses** are currently:

- Year 10 pupils attend Action Learning every Friday.

**Work Related Learning** education takes the form of a variety of opportunities offered to the pupils. These can include:

- A 2 week period of work experience or experience of work.
- Enterprise activities to promote economic understanding and well-being and community cohesion including overseeing the school healthy tuck shop.
- Outside visitors from different working situations spending time with our pupils.
- On site work related activities within departments of the school.
- Specific work to promote the understanding of work, industry, the economy and community.
- Activities to develop economic understanding and financial capability.

### 5. CURRICULUM SUBJECT COORDINATOR

There is a designated **Vocational Skills, Careers, College Link and Work Related Learning** Co-ordinator to oversee the planning and delivery of these subjects within the school.

The subject coordinator will be responsible for:

- Raising standards in Vocational Skills, Careers and Work Related Learning.
- Facilitating the use of these subjects across the curriculum in collaboration with all subject coordinators

- Providing or organising training to keep staff skills and knowledge up to date
- Advising colleagues about effective teaching strategies, managing equipment and purchasing resources.
- Monitoring the delivery of these subjects within the curriculum and reporting to the headteacher on the current status of the subjects.

## **Monitoring**

The subject co-ordinator will monitor planning, teaching and learning across the subject areas on a termly basis through some classroom observation and discussion with class teachers. They also attend ASDAN moderation meetings.

Outside work experience placements are organised through BEP and the relevant health and safety procedures are carried out.

## **6. ASSESSMENT AND REPORTING**

Within Vocational Skills pupils are encouraged to:

- Take a full part in the assessment of their own learning
- Setting clear and achievable goals
- Identify, express and reflect on their own view of progress
- Summarise achievements including work related learning, Enterprise and Careers education and compile a portfolio of supporting evidence.

Formative assessment takes place when the correct number of challenges are completed with the appropriate supporting evidence. Pupils' folders of work for completed challenges and levels are taken to review and staff attend Moderation meetings for summative assessments.

During periods of work experience and Enterprise weeks pupils are encouraged to keep a work experience diary and are visited on placement by a designated work experience member of staff.

Pupils receive a short report at the end of the year from staff accompanying them at College.

## **7. USE OF CLASSROOM BASED SUPPORT STAFF**

Other classroom based support staff play an important role in the delivery of Vocational Skills, work related learning and enterprise education. Under the planning and guidance of the teaching staff other classroom based support staff work with individuals and small groups to ensure the breadth and depth of response that is so essential in this type of work is delivered.

## **8. USE OF IT**

The use of I.T. is a 'key skill' within Vocational Skills and is therefore an integral part of the course. Pupils are encouraged to use I.T. within all aspects of their work; to present work, find specific information and become competent I.T. practitioners.

## **9. RESOURCES AND BUDGET**

There are budgets for Vocational Skills, Enterprise education and Work experience and work related learning and Link Courses. These are reviewed and allocated each financial year. Teaching staff that require particular items of equipment, books, etc to be taught effectively need to discuss these with the subject co-ordinator who will then order appropriately. Resources will be reviewed on a regular basis and are recorded on a data base.

Finance for bus travel, bus passes, visits and visitors and individual resources are available from the individual budgets.

## **10. REVIEW**

Revision and updating of this policy will be completed by subject co-ordinator following discussion with the head teacher. Revisions will be presented to the governing body for discussion and approval.

Louise Brown

April 2017